

# MEETING MINUTES

## Topic: Poster & Operation Manual Meeting

Date: Tuesday, July 24, 2018

Time: 2:00 pm – 3:30 pm

Location: Engineering Building Lobby

Minutes recorded by Mohammad Alsaidi

Meeting called by Bader Alshammari

Attendees: Mohammad Alsaidi, Bader Alshammari, Shamlan Alshammari and Mohammad Alotaibi

Table 1. Record of meeting.

<b>2:00 pm to 2:15 pm</b>	<b>Begin Meeting:</b> <ul style="list-style-type: none"><li>• We discussed what is the reason for the meeting</li><li>• We gave each members his part in the meeting</li><li>• Starting the work for each members</li></ul>	<b>Lobby</b>
<b>2:15 pm to 3:30 pm</b>	<b>Working on the meeting :</b> <ul style="list-style-type: none"><li>• Bader was working on introduction</li><li>• Shamlan was working on Assembly</li><li>• Alotaibi was working on pull the catapult lever and place the ball</li><li>• Alsaidi was working on aim and Shoot and repeat</li></ul>	<b>Lobby</b>
<b>3:30 pm to 3:35 pm</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• We planning to have meeting tomorrow July 31<sup>th</sup> to work on our final product</li></ul>	<b>Lobby</b>

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
<b>Review his works</b>	Bader Alshammari	7/24	7/24
<b>Review his works</b>	Shamlan Alshammari	7/24	7/24
<b>Review his works</b>	Mohammad Alotaibi	7/24	7/24
<b>Review his works</b>	Mohammad Alsaïdi	7/24	7/24

**Next formal meeting: 7/31/2018, Engineering Building, at 2:00pm.**